



Title: AP Coordinator
Location: East Lansing, Michigan, United States
Function: NA Corporate Services
Details: Permanent

EDL owns and operates a global portfolio of power stations in Australia, North America and Europe. Our vision is to be the leading global producer of sustainable distributed energy. At EDL, we are playing a key role in the world's transition from traditional energy sources to decarbonised solutions.

Reporting to the AP Supervisor, the AP Coordinator will be responsible for ensuring suppliers to the company are set up within the accounting system and their invoices are appropriately approved and paid in accordance with company policy. This associate will work with the AP Supervisor to code and arrange payment of employee expenses and reconcile accounts payable accounts and master files.

Key Responsibilities

- Complete new supplier set up and maintain supplier master
- Assist AP Supervisor with 1099 reporting
- Code and gain approval of all invoices in accordance with company policy
- Utilize 3-way match to process PO invoices for stock and non-stock items
- Resolve invoice queries with suppliers and reconcile individual supplier accounts
- Prepare payroll and accounts payable funding transfers for approval
- Collect approvals and receipts for corporate purchasing cards
- Collect approvals and receipts for company fuel card
- Review expense reimbursement requests for accuracy and alignment with EDL policy
- Initiate ach/wire payments
- Prepare month end journals relating to role for approval by finance team
- Prepare and maintain AP account reconciliations
- File all documentation in accordance with company procedures
- Maintain procedures for own role and ensure compliant with global company standards as appropriate
- Provide general office duties support as required
- Support finance team in supplying information for internal and external audits
- Provide direct coaching to office staff to enable coverage of own role
- Support finance team in implementing new systems in line with Company Policy

Qualifications and Experience

- Associate Degree of qualifications in Commerce/Accounting/finance preferred
- Experience in the performance of the full cycle accounts payable, in a small to medium enterprise, including general ledger entries and account reconciliations
- Experience in working in a high-performance finance team meeting strict reporting deadlines
- Experience in using ERP systems and Concur Expense Pay or similar
- Ability to manage competing priorities and meet deadlines
- Strong attention to detail and well organized
- Consultative approach to work
- Strong communication and interpersonal skills

- Understanding of business operations
- Coaching and influencing skills
- Ability to identify business improvement opportunities

EDL is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer.

To apply, please send your current resume to employment@edlenergy.com, referencing the title of this role.

Applications open until filled.